



**TOWN OF NANTUCKET**  
**REQUEST FOR QUALIFICATIONS**  
**DESIGNER SERVICES FOR**  
**FACILITIES CONDITION ASSESSMENT FOR**  
**ALL TOWN OWNED BUILDINGS**

**I. General Scope of Work**

The Town of Nantucket is requesting qualified designers to submit applications stating their qualifications to provide designer services to conduct a facility condition assessment on town owned buildings.\* The selected designer will evaluate existing conditions of the buildings, perform an equipment assessment, create an equipment asset list, make a determination of various asset types and a provision for preventative maintenance tasking to support a preventative maintenance program for existing or future use, identify deficiencies that need to be addressed, recommend improvements to enhance efficiency and accessibility for buildings, provide a capital recommendation based on equipment and age in addition to general inspections of the listed Town facilities along with recommendations, and outline a strategic plan for recommended repairs and improvements for a 10-year period. The inspection shall include but not be limited to the following: mechanical systems, electrical systems and fire protection systems. It is anticipated that the Project will be completed by June 2015 with a completed report delivered to Town Administration within 30 days and a presentation if requested to the Board of Selectmen.

RFQ documents can be obtained from and will be received until 11:00 a.m., Tuesday, March 10, 2015 at the Procurement office, Town Administration, 16 Broad Street Nantucket MA. Five (5) copies of the application must be submitted in a sealed envelope marked Application for Designer Services for Facilities Assessment. All written applications will be evaluated and a short list of finalists will be developed. The finalists will be interviewed and a final selection made after the completion of the interview process.

Questions concerning this RFQ must be submitted in writing to: Heidi Bauer, Chief Procurement Officer, 16 Broad Street, Nantucket, MA 02554, email: [hbauer@nantucket-ma.gov](mailto:hbauer@nantucket-ma.gov) before 2 PM, Friday, March 6, 2015. Questions may be delivered, mailed, emailed, or faxed. Written responses will be mailed, emailed, or faxed to all applicants on record as having requested the RFQ. The selection process is governed by M.G.L. ch. 7c, sec. 38D, et seq. (the "Designer Selection Statute")

The minimum qualifications and comparative evaluation criteria are set forth below. Each applicant must be licensed and registered by the Commonwealth of Massachusetts as an architect or professional engineer with a minimum of five years experience and must have experience in the design of public buildings in Massachusetts. These design services include engaging the services of other licensed engineers and consultants, such as electrical, HVAC, and other professionals as needed.

The Town will evaluate all applications submitted, eliminate any applications that do not meet the Minimum Criteria, develop a 'short list' of applicants, and schedule interviews with those applicants. The contract will be awarded in accordance with the Designer Selection Statute. The Designer's fee will be negotiated. The Designer will execute a contract prepared by the Town, which will consist of the American Institute of Architects Form AIA B-141 with General Conditions and Special Conditions as may be modified by Town Counsel. The Designer will also be required to execute a Certificate of Non-Collusion and Certificate of Tax Compliance, as required by law.

\*The list of buildings to be included in this study is shown in Exhibit B.

## II. Scope of Services

The Designer will perform the following services in connection with the Project:

- Make presentations of the Project to local boards having jurisdiction and attend such other local or other meetings as may be necessary or appropriate.
- Assess the overall condition of structures, survey compliance with federal, state and local building codes, and use a facility condition index or similar method to provide a basis for analysis of the condition of the buildings.
- Evaluate code issues, accessibility, mechanical, electrical, plumbing, communications, and fire protection systems and make recommendations for improvements. Provide cost estimates for each recommendation.
- Assess the structural components and envelope features of each building such as roofing, siding, windows and doors, and make recommendations for improvements.
- Identify a minimum of three (3) recommendations for energy efficiency upgrades that may be eligible for rebates or other incentives.
- The cost estimates used in the capital plan must be developed in using current construction estimating methods and with consideration of prevailing wage.
- Conduct a survey of all identified facilities to determine deferred maintenance. The survey will include a physical inspection of each piece of equipment.
- The designer will prepare an Asset Condition Database in Excel format that allows for the collection and management of the related data. The data fields to be included shall include but not be limited to the following:
  - Asset location and address
  - Asset year constructed and renovated
  - Asset type
  - Asset description
  - Asset photos
  - Recommendations to extend the useful life of the asset
  - Deferred maintenance priority
  - Deferred maintenance inspection date
  - Deferred maintenance photos
- Deferred maintenance/deficiencies shall be prioritized using the following categories:
  - Priority One: immediate concerns. Should be undertaken immediately including violations of life safety, building and electric codes.
  - Priority Two: Short Term Concerns (1-2 years). Should be corrected in near

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future to maintain the integrity of the building, including systems that are not functioning properly or not at all and problems that if not addressed will cause additional deterioration.

- Priority Three: Long Term Concerns (3-5 years). Should be corrected in the more distant future to maintain the integrity of the building, including systems that have exceeded their expected useful life, but are still functioning.
- The designer shall prepare estimates to repair or replace all deferred maintenance items and capital expenditures using industry standard cost estimating data such as R.S. Means or equivalent. In some cases an actual quotation for an approved contractor may be used.
- The Facilities Condition Assessment report will be delivered in hard copy and electronic copy and will include the following data and analysis: asset catalog, deferred maintenance detail with photographs and cost estimates for each facility surveyed, and recommended capital improvement plan based on sub-system age per ASHRAE TC 1.8 or equivalent industry standard.
- Provide such other designer services as may be necessary to bring the Project to completion

The scope will include the following locations:

Address - Name	Sqft
16 Broad St - Town Hall	13,364
20 S Water St - Sheriff's Building	5,153
1 E. Chestnut - NRTA Building	1,104
25 Federal St. - Visitors Services Building	1,550
2 Fairgrounds Rd - PLUS Building	13,390
37 Washington St - Finance Building	4,967
34 Washington St - Marine Department Building	2,426
2 Bathing Beach Rd - Natural Resources Building	720
4 Bathing Beach Rd - Jetties Beach Concession	1,832
4 Bathing Beach Rd - Jetties Beach Bath House	2,072
4 Western Av - Surfside Concession	830
15 Harbor View Wy - Children's Beach Concession	0
130 Tom Nevers Rd - Tom Never's Park Restrooms	504
10 Sun Island Rd - Delta Fields Restrooms	0
1 Folgers Ct - Sconset Comfort Station	332
131 Pleasant St - Fire Station	8,884
293 Madaket Rd - Madaket Fire Station	540
10 W Sankaty Rd - Sconset Fire Station	2,106
1 E Creek Rd - Our Island Home	20,736
188 Madaket DPW Main Office	2226

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188 Madaket DPW Fleet Garage	0
188 Madaket DPW Storage Garage	0
188 Madaket DPW Foreman Office	1056
4 Fairgrounds Road Police Department	36887
 TOTAL SQUARE FOOTAGE	 120,679

### III. Minimum Qualifications of Designer

The Designer must meet the following minimum qualifications:

- Demonstrate a minimum of five years experience in the design, construction, and supervision of public buildings and historic buildings in Massachusetts. Evidence of current license and registration by the Commonwealth of Massachusetts as an architect or professional engineer must be provided in the proposal.
- Proposer must have completed a facility condition assessment for at least three (3) public facilities and provide evidence of this.
- Proposer must have completed at least one condition assessment study involving more than ten (10) buildings and provide evidence of this.
- Demonstrate knowledge of and experience with Massachusetts public construction laws and procedures.
- Demonstrate familiarity with design, construction and supervision of buildings on Nantucket, Massachusetts.
- Provide evidence of insurance for general liability (\$2 million combined single limit), automobile (\$2 million combined single limit), worker's compensation (statutory) and professional services liability (\$2 million minimum)
- The applicant shall not be debarred under M.G.L. ch. 149, sec. 44C or disqualified under M.G.L. ch. 7c, sec. 38D

### IV. Requirements for Application

Responding Designers are to address each of the following requirements in a clearly labeled section of their response and in the same order.

1. Name and address of applicant
2. Brief resume of principals and of the staff to be assigned to the Project
3. List of projects which would best illustrate qualifications for the Project. References must be included.

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4. Names of engineers and other consultants that may be used for the Project
5. Statement of the scope and type of services proposed for Project
6. Work plan and schedule which reflects timetable for completion of Project
7. Statement of any legal or administrative proceedings pending or concluded adversely to the applicant within the past five (5) years which relate to the applicant's performance of this type of work
8. Appropriate certificates of insurance

In addition, each applicant must submit a written application which includes responses to the items required in the standard "DSB 2005 Application Form". (Exhibit A)

### V. Evaluation Process

The Town will evaluate all applications submitted. Any application which fails to meet any of the minimum qualifications will be rejected as non-responsive. In addition to the minimum qualifications, the Town will consider the following comparative criteria. These matters should be addressed in the written application and will be explored further in any interview with the applicant.

#### General Quality of Response

- **Highly Advantageous:** Exceeded all RFQ requirements, including format, understanding of project, completeness of proposal
- **Advantageous** – Met all RFQ requirements, including format, understanding of project, completeness of proposal
- **Acceptable** – Met all basic proposal requirements, some follow-up for clarification and amplification of proposal elements may be allowed.

#### Experience with projects of similar size and scope

- **Highly Advantageous** – Management of at least 3 facility condition assessments of more than 10 buildings.
- **Advantageous** – Management of at least 2 facility condition assessments of more than 10 buildings.
- **Acceptable** – Management of 1 facility condition assessment of more than 10 buildings.

#### Public Building Renovation Experience

- **Highly Advantageous** – Design work on more than 10 renovations or expansions of existing facilities, including historic buildings.
- **Advantageous** – Design work on at least 5 renovations or expansions of existing facilities, including historic buildings.
- **Acceptable** – Design work on less than 5 renovations or expansions of existing facilities, including historic buildings.

#### Ability to manage project schedule

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- **Highly Advantageous** - Provided an excellent outline and proposed project schedule making reference to all of the items under Scope of Services and proposal content.
- **Advantageous** – Provided an excellent outline and proposed project schedule addressing most of the items under Scope of Services and proposal content.
- **Acceptable** – Provided an adequate response that addressed items under Scope of Services and proposal content.

### Proposed Staffing

- **Highly Advantageous** – Highly qualified staff; project leader with outstanding personal recommendations and specifically relevant experience (Municipal Buildings); staff back-up and additional resources if needed.
- **Advantageous** – Highly qualified staff; project leader with outstanding personal recommendations.
- **Acceptable** – Qualified staff; good project leader recommendations.

The Town will evaluate written applications and check such references as may be appropriate. The Town will develop a short list of finalists and interview those finalists. The final selection will be made after the interview process is complete.

## VI. General Provisions

1. The Town reserves the right to reject any and all applications and to waive any informality whenever such rejection or waiver is in the best interests of the Town.
2. The Town will not be responsible for any expenses incurred in the preparation or submission of applications by the applicants. Each application should provide a concise explanation of the applicant's capacity to satisfy the requirements of this RFQ. Emphasis should be placed on clarity of content.
3. The application, and any subsequent contract for services, shall be governed by applicable Massachusetts law.
4. Upon submission, all applications, plans and specifications will become the property of the Town and will be subject to disclosure in accordance with the Massachusetts Public Records Law.
5. The selected Designer will be required to comply with all applicable federal state and local laws, ordinances and regulations.
6. The Town is an Affirmative Action/Equal Opportunity Employer. The Town encourages applications from qualified MBE/DBE/WBE firms.



## TOWN OF NANTUCKET

### CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of person signing bid or proposal

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Name of Business

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TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Federal Employer ID Number

\_\_\_\_\_  
Name of Corporation

**By:** \_\_\_\_\_  
President's Signature

Date: \_\_\_\_\_

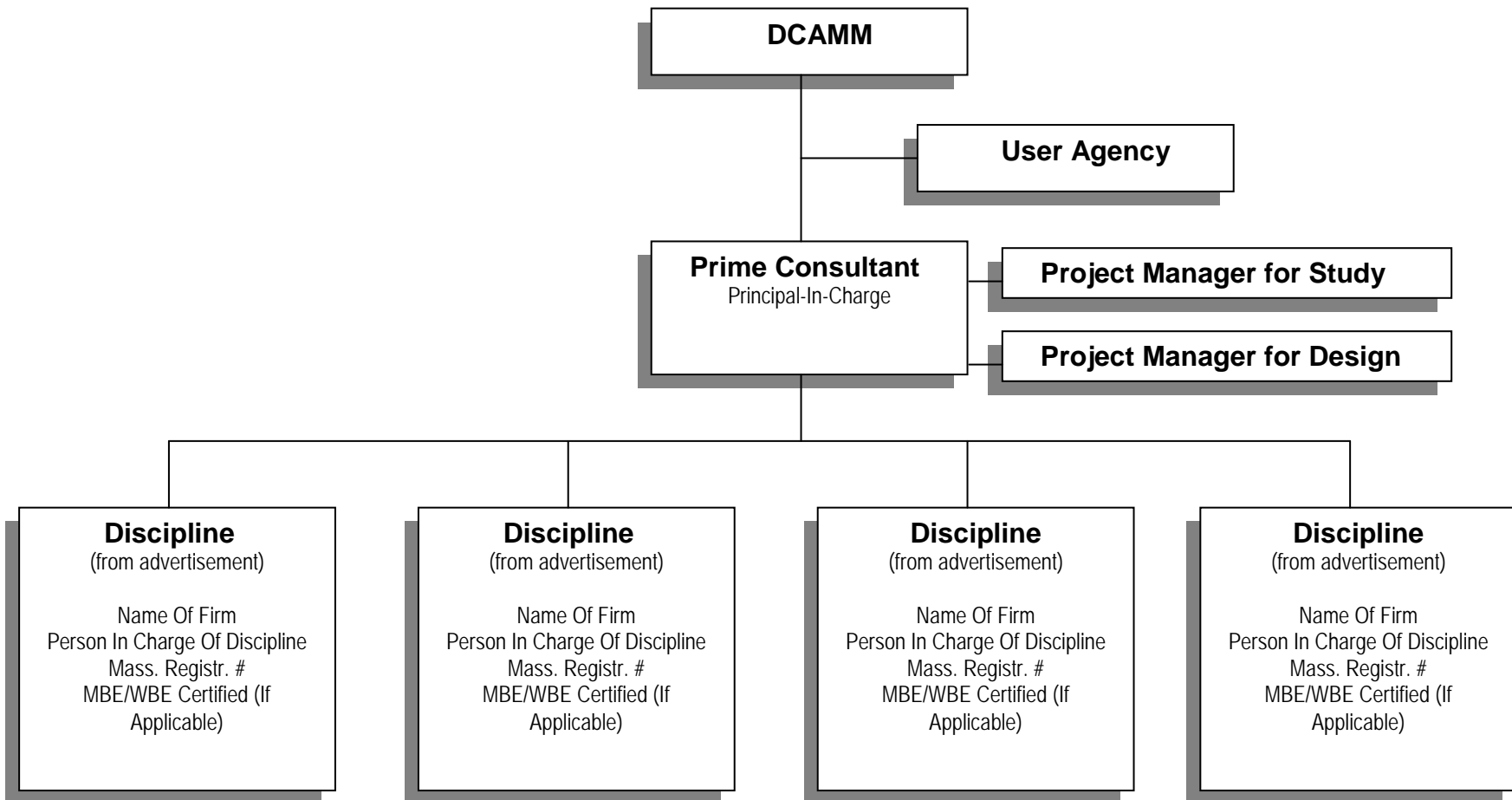
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**Exhibit A**

TOWN OF NANTUCKET, MASSACHUSETTS

<b>Commonwealth of Massachusetts DSB Application Form (Updated May 2014)</b>	1. Project Name/Location for Which Firm is Filing:		2a. DSB #                      Item #																																																																	
	2b. Mass. State Project #																																																																			
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work:	3e. Name Of Proposed Project Manager:  For Study:        (if applicable) For Design:      (if applicable)																																																																			
3b. Date Present and Predecessor Firms Were Established:	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:																																																																			
3c. Federal ID #:	3g. Name and Address Of Parent Company, If Any:																																																																			
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required):   Email Address: Telephone No:                      Fax No.:	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <span style="float: right;"><input type="checkbox"/></span> (2) SDO Certified Woman Business Enterprise (WBE) <span style="float: right;"><input type="checkbox"/></span> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <span style="float: right;"><input type="checkbox"/></span>																																																																			
4. <b>Personnel From Prime Firm Included In Question #3a Above</b> By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Admin. Personnel</td> <td style="width: 10%;">_____ ( ____ )</td> <td style="width: 20%;">Ecologists</td> <td style="width: 10%;">_____ ( ____ )</td> <td style="width: 20%;">Licensed Site Profs.</td> <td style="width: 10%;">_____ ( ____ )</td> <td style="width: 20%;">Other</td> <td style="width: 10%;">_____ ( ____ )</td> </tr> <tr> <td>Architects</td> <td>_____ ( ____ )</td> <td>Electrical Engrs.</td> <td>_____ ( ____ )</td> <td>Mechanical Engrs.</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Acoustical Engrs.</td> <td>_____ ( ____ )</td> <td>Environmental Engrs.</td> <td>_____ ( ____ )</td> <td>Planners: Urban./Reg.</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Civil Engrs.</td> <td>_____ ( ____ )</td> <td>Fire Protection Engrs.</td> <td>_____ ( ____ )</td> <td>Specification Writers</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Code Specialists</td> <td>_____ ( ____ )</td> <td>Geotech. Engrs.</td> <td>_____ ( ____ )</td> <td>Structural Engrs.</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Construction Inspectors</td> <td>_____ ( ____ )</td> <td>Industrial Hygienists</td> <td>_____ ( ____ )</td> <td>Surveyors</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Cost Estimators</td> <td>_____ ( ____ )</td> <td>Interior Designers</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> </tr> <tr> <td>Drafters</td> <td>_____ ( ____ )</td> <td>Landscape Architects</td> <td>_____ ( ____ )</td> <td></td> <td>_____ ( ____ )</td> <td>Total</td> <td>_____ ( ____ )</td> </tr> </table>					Admin. Personnel	_____ ( ____ )	Ecologists	_____ ( ____ )	Licensed Site Profs.	_____ ( ____ )	Other	_____ ( ____ )	Architects	_____ ( ____ )	Electrical Engrs.	_____ ( ____ )	Mechanical Engrs.	_____ ( ____ )		_____ ( ____ )	Acoustical Engrs.	_____ ( ____ )	Environmental Engrs.	_____ ( ____ )	Planners: Urban./Reg.	_____ ( ____ )		_____ ( ____ )	Civil Engrs.	_____ ( ____ )	Fire Protection Engrs.	_____ ( ____ )	Specification Writers	_____ ( ____ )		_____ ( ____ )	Code Specialists	_____ ( ____ )	Geotech. Engrs.	_____ ( ____ )	Structural Engrs.	_____ ( ____ )		_____ ( ____ )	Construction Inspectors	_____ ( ____ )	Industrial Hygienists	_____ ( ____ )	Surveyors	_____ ( ____ )		_____ ( ____ )	Cost Estimators	_____ ( ____ )	Interior Designers	_____ ( ____ )		_____ ( ____ )		_____ ( ____ )	Drafters	_____ ( ____ )	Landscape Architects	_____ ( ____ )		_____ ( ____ )	Total	_____ ( ____ )
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5. Has this Joint-Venture previously worked together? <span style="margin-left: 50px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 50px;"><input type="checkbox"/> No</span>																																																																				

6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. <u>Include Resumes of Project Managers</u> . Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm:	a. Name and Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: MBE <input type="checkbox"/> WBE <input type="checkbox"/>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments and Availability For This Project:	g. Current Work Assignments and Availability For This Project
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b><u>ONLY</u></b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:	Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C. *	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10.	Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 ½" X 11" Supplementary Sheets Will Be Accepted. <b><u>APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.</u></b>																																							
<b>Be specific – No Boiler Plate</b>																																								
11.	Professional Liability Insurance: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Name of Company</td> <td style="width: 30%;">Aggregate Amount</td> <td style="width: 30%;">Policy Number</td> <td style="width: 10%;">Expiration Date</td> </tr> </table>								Name of Company	Aggregate Amount	Policy Number	Expiration Date																												
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12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).																																							
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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b.				e.																																				
c.				f.																																				
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors: <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Title</th> <th style="width: 15%;">MA Reg #</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	a.				d.				b.				e.				c.				f.			
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15.	Names Of All Owners (Stocks Or Other Ownership): <table style="width: 100%; margin-top: 10px;"> <tr> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> <th style="width: 20%;">Name and Title</th> <th style="width: 15%;">% Ownership</th> <th style="width: 15%;">MA Reg.#</th> <th style="width: 15%;">Status/Discipline</th> </tr> <tr> <td>a.</td><td></td><td></td><td></td><td>d.</td><td></td><td></td><td></td> </tr> <tr> <td>b.</td><td></td><td></td><td></td><td>e.</td><td></td><td></td><td></td> </tr> <tr> <td>c.</td><td></td><td></td><td></td><td>f.</td><td></td><td></td><td></td> </tr> </table>								Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline	a.				d.				b.				e.				c.				f.			
Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline																																	
a.				d.																																				
b.				e.																																				
c.				f.																																				
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.																																							
Submitted By (Signature) _____ Printed Name and Title _____ Date _____																																								

**The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB S-CA	Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT
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Project: \_\_\_\_\_

Applicant Designer: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_

### SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
Signature of Sub-Consultant Duly Authorized Representative

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_

**It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.**

### Sheriff's Building



Address: 20 South Water

Year Built: 1929

Square Footage: 5,153

### Town Hall Building



Address: 16 Broad Street

Year Built: 1964

Square Footage: 13,364

### Central Fire Station



Address: 131 Pleasant St

Year Built: 1979

Square Footage: 8,884

### Madaket Fire Station



Address: 293 Madaket Rd

Year Built: 1981

Square Footage: 540

Sconset Fire Station



Address: 10 W Sankaty Rd

Year Built: 1930

Square Footage: 2,106

Public Safety Facility

Address: 4 Fairgrounds Rd

Year Built: 2010

Square Footage: 35,000

Natural Resources Building

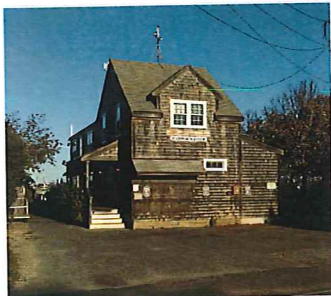


Address: 2 Bathing Beach Rd

Year Built: 1950

Square Footage: 720

Marine Department Building



Address: 34 Washington St

Year Built: 1988

Square Footage: 2,426

#### Planning Office (PLUS)



Address: 2 Fairgrounds Rd

Year Built: 1969

Square Footage: 13,390

#### DPW - Administrative Building



Address: 188 Madaket Road

Year Built: 1998

Square Footage: 2,226

#### Sconset Bathrooms

Address: 1 Folger Court

Year Built: 1981

Square Footage: 332

#### Childrens Beach/ Grandstand Concession



Address: 15 Harborview Way

Year Built: 1970

Square Footage: 720

### Tom Nevers Sheds and Restrooms

Address: 126 Tom Nevers Rd

Year Built: 1998

Square Footage: 504

### Our Island Home - Nursing Home

Address: 9 East Creek Rd

Year Built:

Square Footage:

### Visitor Services



Address: 25 Federal Street

Year Built: 1950

Square Footage: 1,550

### Finance Building

Address: 37 Washington Street

Year Built: 1977

Square Footage: 4,967

### Jetties Beach Concession



Address: 4 Bathing Beach Road

Year Built: 1890

Square Footage: 1,832

### DPW - Garages



Address: 188 Madaket Road

Year Built: 2001

Square Footage: 13,132

### DPW - Garages



Address: 188 Madaket Road

Year Built: 2001

Square Footage: 13,132